

**Phoenix Program
Process Definition – Project Costing**

Process	<i>Establish Allotment Amounts</i>
Process Number	<i>PC - 003</i>

Description of Process

The Department of Transportation uses a project-based system to track revenues and expenditures. Typically, each project has an allotment amount associated with each program (fund source) chartfield for which expenses are anticipated. For traditional projects, this allotment amount equates to the anticipated level of funding necessary to complete the project. In the case of administrative projects, the allotment amount equates to the anticipated level of funding necessary for the unit to operate in the fiscal year. This process defines the method of establishing these allotment amounts in Project Costing.

Input to Process

The Department of Transportation has several documents that it uses to set up allotment amounts on projects by program (fund source) chartfields. These include PR-37 forms, district letters, DOT 626 forms, and letting letters. Each of these forms goes through an approval process before being submitted to the Office of General Accounting for processing. These forms will provide the necessary information for entry into Project Costing.

Output of Process

The result of this process establishes an allotment amount by program chartfield for each project that is used to determine project balances for the Department of Transportation's internal management needs.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

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PeopleSoft Panel Groups being Used

Function	Panel Group
Go	Go – Manage Projects – Create Projects. This navigates to the menu group used to establish allotment amounts.
Use	Use – Express Project – Express – Update/Display. This is the entry panel used to establish allotment amounts.

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Receive funding form</u></p> <p>Upon receiving the approved funding request form for a project, check to ensure that all required information has been provided and that any required signatures are in place. Determine the appropriate amount of funding by the program chartfield(s) shown on the funding document. If this is an initial set-up of funding, the amount to be entered into Project Costing will be the total amount shown by the program chartfield. If this is an increase of funding, the amount to be entered into Project costing will be the difference between the total amount shown by program chartfield and the initial amount entered by program chartfield. If this is a decrease in funding, the <i>negative</i> amount to be entered into Project costing will be the difference between the initial amount shown by program chartfield and the total amount shown by program chartfield.</p>	Agency
<p><u>Step 2: Open the Express Project panel for the Project</u></p> <p>Enter the Business Unit (48400) and the Project Number for which you wish to establish an allotment amount.</p>	Agency
<p><u>Step 3: Establish the allotment amount</u></p> <p>Under the Resources section of the Express panel, enter the following information:</p> <ul style="list-style-type: none"> • Analysis Type (ALT). • Resource Type (ENG or CONT). • Amount. • GL UNIT (48400). • Program (as established by the funding document). 	Agency

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Step 4: Save the allotment amount

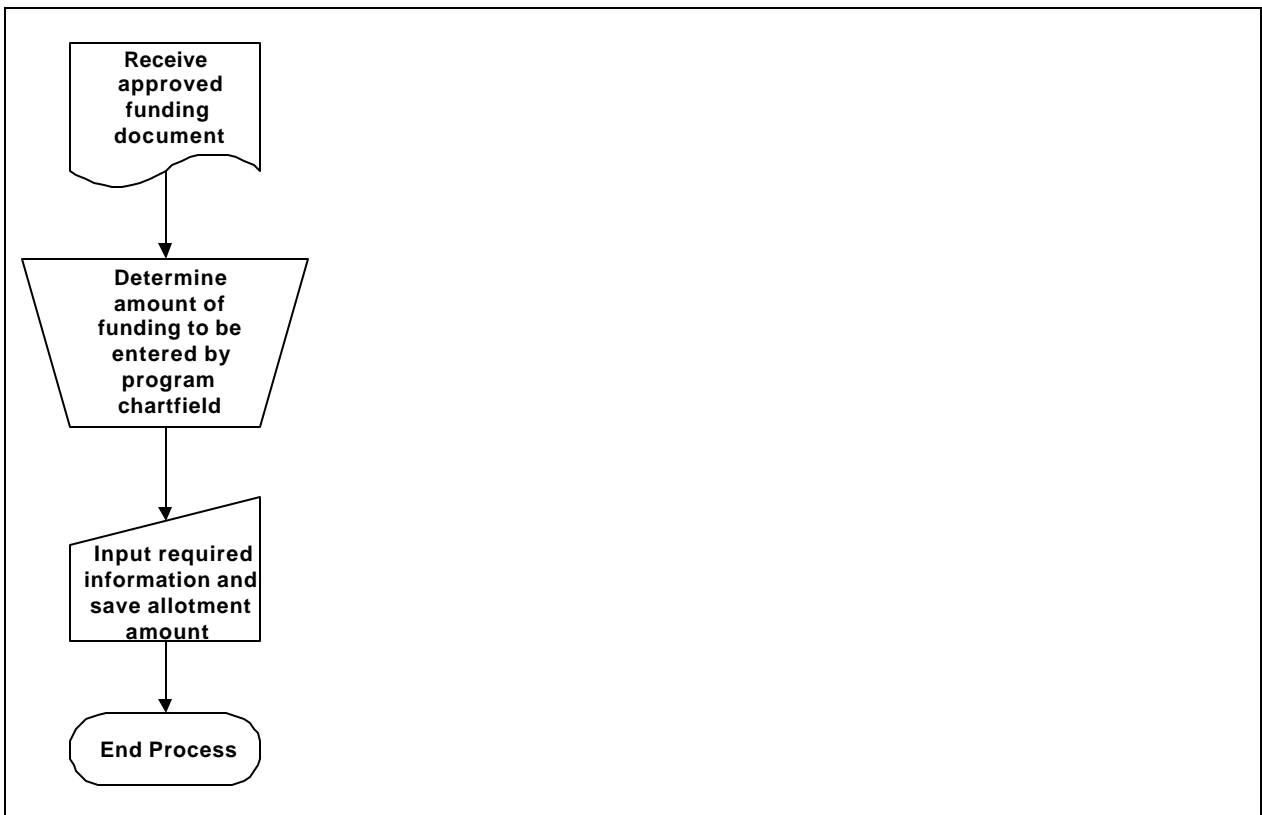
The allotment amount is now saved and ready for use in the Project Costing module.

Agency

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):



APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Jamie Simpson	DOAS Project Lead			
Dan Youngblood	THG Project Lead			